



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Facilities Maintenance & Construction Technician

FLSA: NE

SERVICE: Classified

REVISED: 12/3/07

Summary: Under minimal supervision, performs technical work of moderate difficulty in facilities maintenance, operations and new construction; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Independently performs work in various crafts, i.e. electrical, plumbing, welding, masonry, concrete, painting and construction of new facilities. Assists with HVAC system repairs or replacement.
- Repairs block, wood or steel buildings including renovations and new construction for all types of County facilities and buildings, i.e. overhaul, construct, modify, renovate and repair all types of buildings, facilities and equipment for the County.
- Loads and unloads materials.
- Operates tools and miscellaneous equipment.
- Inventories supplies necessary for building repair and maintenance work.
- Recommends and requests the purchase of necessary supplies and equipment.
- Supervises and directs work of inmate work crews and provides security of inmates.

Knowledge and Skills:

- Knowledge of basic hand and power tools operation.
- Knowledge of occupational hazards and required preventative measures.
- Knowledge of the operation of a variety of construction/maintenance equipment in the light to heavy category.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

High School Diploma or G.E.D.; AND three years building trades experience; OR equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.